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ABSTRACT

This catalog lists and describes regularly scheduled training courses offered by the National Office Training Branch of the Internal Revenue Service. It also describes other courses available to National Office employees. The purpose of the catalog is to help supervisors identify training courses that will meet their employees needs. Employees will find the catalog useful in formulating individual self-development plans. Nine training areas are covered. They are: communications skills, tax law, specialist, instructor, special programs, supervisory and managerial, secretarial and clerical, correspondence courses, and outservice training. (Author/JS)

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Department of the Treasury
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INTRODUCTION

This catalog lists and describes regularly scheduled training courses offered by the National Office Training Branch. It also describes other courses available to National Office employees. The catalog is intended to help supervisors identify training courses that will meet their employees' needs. It may be used during the Annual Survey of Training Needs and during the rest of the year as a reference.

Employees will find the catalog useful in answering individual questions and in formulating individual self-development plans.

Each training course described in this catalog is announced by memorandum about a month before the course is due to start.

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SECTION I - COMMUNICATION SKILLS

DICTATION TECHNIQUES WORKSHOP — 6 Hours (Three two-hour sessions)

For technicians and their secretaries.

The workshop, which includes both machine and "live" dictation, covers organization of material to be dictated, techniques of dictating, use of dictating machines, and practice in dictating. The first and third sessions are attended by technicians and secretaries together. The second session is conducted separately - one for technicians and one for secretaries.

LISTENING TECHNIQUES WORKSHOP — 6 Hours (Two three-hour sessions)

For managerial, supervisory, and professional employees.

The workshop is designed to give theory and practice in listening for the content of spoken statements. The trainee listens to a taped series of statements then summarizes the content in a specially designed response book.

READING IMPROVEMENT COURSE — 30 Hours (One hour daily for six weeks)

A self-study course for employees who need to improve their reading organization and ability.

Except for an orientation session during which students are tested to determine their present reading abilities and introduced to the operation of the reading machines, textbook and workbooks they will be using, there is no instructor. Students study on their own, following a student guide to develop: eye movement control and physical directional attack; phrase and thought unit reading; and skills and techniques of comprehension. This is not a speed reading course, though "increased" reading rate is one objective.

WRITING WORKSHOP INSTRUCTORS' TRAINING — 10 Days (As Needed)

For professional employees selected by their Division to conduct the Effective Writing Improvement program.

The program is divided into two parts, of one week each. During the first week students participate in the Effective Writing Course they will later be conducting in their respective Divisions. The second week is devoted to "instructor" training - an explanation of the role of the instructor, course materials, training aids, and course preparation.

Upon completion of the Instructor's Workshop, employees will be able to conduct, on a Division level, each of the following programs:

1) Writing Seminar for Executives and Senior Managers
(8 hours minimum, 12 hours optimum)

During this seminar, managers analyze the writing problem in their organization, review briefly the content of the workshop course for originators, and agree on writing standards and style and acceptable reviewing practices.

2) Writing Seminar for Middle Managers and First-Line Supervisors
(20 Hours)

This seminar follows the pattern of the executive seminar but gives a more comprehensive review of the workshop course for originators. Emphasis is on reviewing and editing. The seminar prepares supervisors to continue on-the-job the training which the workshop course begins.

3) Writing Workshop for Originators
(20 hours of workshop; 20 hours of study and practice)

The workshop course is aimed at more effective and economical written communications. It includes theory, practice, and appraisal. Trainees are expected to master theory largely through their study of the text, reinforced by discussion and by practice in applying the theory during workshop activities. Heavy emphasis is given to planning the communication and to practice in appraising (the analytical review of writing). IRS materials are used throughout the workshop.

SECTION II - TAX LAW TRAINING

ANNUAL TECHNICAL REVIEW INSTITUTE — 1-2 Days (Conducted Annually) (December or January)

For employees who handle tax law problems in their work.

The training covers important new tax law developments in the fields of legislation, regulations, court decisions, and administrative rulings.

INCOME TAX LAW COURSE - INDIVIDUAL, PARTNERSHIP AND SIMPLE CORPORATION — 7 Weeks

For new employees of Assistant Commissioner (Technical) and Office of Chief Counsel.

The course is open to employees of other functions, such as Statistics Division, whose work requires knowledge of income tax law.

INCOME TAX LAW COURSE - CORPORATION — 5 Weeks

For experienced employees of Office of Assistant Commissioner (Technical) and Office of Chief Counsel.

The course covers partnership problems and corporation income tax. It includes such subjects as reorganization, liquidations, and distributions; pension and profit-sharing plans; exempt organizations, controlled foreign corporations; and consolidated returns.

CPA AND BAR EXAMINATION REVIEW TRAINING

This program, described in Manual Supplement 1(12)G-85(Rev. 1), is open to all National Office employees whose Assistant Commissioner has determined that CPA or Bar Review Training is helpful to the work of their employees. Under the program, employees who take a CPA or Bar Review course pay for the cost of the training and after completing the course they will be reimbursed for half, or $150, of the cost of the review course. (Whichever is the lesser amount). In-Service CPA review courses may also be provided where there is a large enough group of Service employees interested.

OVERSEAS TAXPAYER ASSISTOR TRAINING — 3-5 Days (Held each January)

For OIO employees who are assigned to taxpayer assistor work overseas.

The course reviews income tax law and regulations, highlighting tax problems of taxpayers outside the United States.

SPECIALIZED INTERREGIONAL TAX LAW COURSES

For employees who work in specialized tax law areas.

Some of these courses are:

Estate and Gift Tax Law	-5 Weeks
Exempt Organizations	-3 Weeks
Insurance Company Tax Law	-4 Weeks
Pension Trust, Phase I	-5 Weeks
Pension Trust, Phase II	-2 Weeks
Valuation Course for Audit	-1 Week
International Specialist	-5 Weeks
Employment Tax Law	-2 Weeks

Courses are scheduled annually based on total Service need. They are conducted either in a region or at the National Training Center.

CHIEF COUNSEL TRIAL ATTORNEY TRAINING

2 Weeks

Designed for newly hired attorneys whose primary duties are to prepare cases for trial - particularly before the Tax Court. This course deals with all phases of trial preparation and trial techniques. Monitored practice of techniques is done in the course to give new attorneys supervised practice in trial work.

CORRESPONDENCE COURSES IN TAX LAW

See Section VIII.

SECTION III - SPECIALIST TRAINING

NATIONAL OFFICE ANALYST TRAINING PROGRAM

Basic - Phase I — 1 Week

For National Office Analysts with less than nine months' experience and no previous comparable training. The Phase I program should be conducted on a quarterly basis.

This generalist program provides an overview of various analytical techniques including: Flow charting, PERT/CPM, Cost/Benefit Analysis, Systems Analysis, Introduction to ADP concepts, Introduction to Statistics, Briefing Techniques, and Fact Gathering Interview Skills. The coverage is neither intensive nor exhaustive. Instead, the program seeks to introduce a variety of analytical tools and to allow the individual analysts to make a determination of what further training is needed.

In addition, the program covers such topics as creative problem solving, interpersonal relations and the role of the analyst.

PHASE II - MODULES

These individual modules are for incumbent analysts or for new analysts who have had previous analyst training. They provide more intensive coverage of skill areas mentioned in the Phase I description above. The individual modules will be scheduled as needed based on the Survey of Training Needs and Mid-Year Review.

ADP FUNDAMENTALS — 1 Week

This program consists essentially of programmed instruction approach presenting the basic concepts of automatic data processing. However, there are also live instructors and audio-visual presentations discussing certain IRS/ADP applications.

COST/BENEFIT ANALYSIS WORKSHOP — 1 Week

The course is designed to provide instruction in the basics of cost/benefit analysis with a maximum amount of participation in actual analysis and a minimum amount of heavy theory and philosophy. Several case exercises make up a little more than half the workshop. Topics covered include: the setting for analysis; criteria problems and output measures; problem formulation and systems identification; the process of analysis; model building and use; present value, discounting, and other time problems in analysis; cost and benefit identification and calculation; and standards for reviewing analysis.

PROJECT CONTROL: PERT/CPM 3 Days

This course covers, in depth, the practical techniques of planning, monitoring and controlling projects. The multimedia instructional approach consists of a series of integrated steps using a textbook, workbook, live instructor and a number of highly graphic video presentations. The objective of the course is to develop analyst skills in modern project control techniques with particular emphasis on Gantt Charts and PERT and CPM networks and the analysis thereof.

INTERVIEW TECHNIQUES FOR FACT GATHERING 2 Days

This workshop emphasizes those interview techniques which are related to the analyst's primary goal of obtaining all relevant facts in an oral interpersonal situation. In discussing the necessary framework for effective interviewing, the workshop will consider: the role of the interviewer, the identification of objectives, a motivational approach to effective responses, questioning techniques, the various stages of the interview, and active listening techniques. Participants will conduct 3-4 practice interviews during the workshop.

BRIEFING TECHNIQUES 3 Days

This workshop is designed to provide participants with an analysis of and practice in communicating information through a briefing. The workshop will cover the process of communication, types of briefing, the steps in the preparation of a briefing, the selection and use of various aids appropriate to your presentation, making the presentation, and discussion techniques. Each participant will also present 2-3 practice briefings to the class, and will be able to review his presentation through class analysis and videotape replay.

ADDITIONAL MODULES

At the present time we are working on several additional modules, including statistical analysis and systems analysis. We will announce the content and scheduling of the modules as they become available.

PRECOMPUTER PROCESSING FOR STATISTICS OF INCOME (SOI) 1-2 Weeks

For group supervisors or their representatives from Regional Service Centers and the Data Center.

This course covers procedures which employees in the Centers must use to process tax returns selected for inclusion in the SOI tabulations and studies.

DIGITAL COMPUTER PROGRAMMER TRAINING

BASIC — 18 Months

For New Programmers.

This training is conducted under a training agreement.

It includes both classroom and o.-t job training. The O-J-T provides for guided, progressive work assignments designed to bring the student to a journeyman level by the end of the 18-month program.

ADVANCED — 1 Week

For experienced Programmers.

This training is provided to keep programmers up to date on changes in computer equipment and on new programming techniques.

RETRAINING — 2-4 Weeks

For experienced Programmers.

This provides training on new computers or on computers different from those they have previously programmed.

BASIC SYSTEMS ANALYSIS TRAINING — 18 Months

For new Systems Analysts.

This training is conducted under a training agreement and provides classroom and on-the-job training to bring experienced employees to the journeyman level of proficiency during the 18-month program.

ADVANCED SYSTEMS ANALYSIS TRAINING — 60 Hours

For experienced Analysts who have a working knowledge of Data Processing.

This program presents the general concepts involved in processing returns through the Master File. This enables the analyst to better understand the interacting relationships and effects of his projects on other projects within the system. Predicated along the functional lines of the Service Centers, this program provides a comprehensive picture of the Internal Revenue Service Accounts, Collection and Taxpayer Service Function, including the relationship between Service Centers and the National Computer Center.

SERVICE CENTER RESIDENT PROGRAMMER ANALYST - CENTRALIZED TRAINING 12-18 Months

For Service Center Resident Programmer Analysts.

This training may extend from twelve to eighteen months and will include classroom and on-the-job training. Content, which will vary to meet current Service needs and requirements of specific positions various individuals are to be assigned to, will include computer programming and basic analysis training (general tools and techniques and IRS procedural requirements).

SECTION VI - SUPERVISORY AND MANAGERIAL TRAINING

FIRST-LEVEL SUPERVISOR TRAINING COURSES

A program of training for employees newly assigned to supervisory positions, or for experienced supervisors who have not had basic supervisory training. Employees identified to fill supervisory positions should also attend prior to assuming their new duties. The training will help the new supervisor make the transition from a technician's job to a supervisory role. It will help the experienced supervisor improve his performance.

BASIC SUPERVISORY TRAINING COURSE

2 Weeks

Upon completion of this course the new first-level supervisor should: understand the importance of interpersonal skills and their relationship to maintaining a healthy organizational climate; recognize and be able to handle the everyday administrative duties of his job; be able to use the IRM and other documents to learn the policy and procedure of which he is uncertain; and know where he can get assistance when he does not understand the correct action or when the situation is particularly difficult. The course is divided into two parts, each one week long.

Part I, "Interpersonal Aspects of the Supervisor's Job," considers modern concepts of how people can work together more effectively. Behavioral research findings in areas such as communication and motivation are discussed to increase the participants' understanding of why people act as they do in an organizational setting. The supervisors gain some insight into their own behavior and the effect of this behavior on other people - how their role as a supervisor is affected by individual and group behavior characteristics.

Part II, "Administrative Aspects of the Supervisor's Job," is designed to provide an appreciation for the importance of administrative matters that a supervisor is faced with, and to give him a basis for establishing priorities in dealing with these administrative matters. Some of the topics include: leave, disciplinary action, promotions, Equal Employment Opportunity, labor relations, work assignments, safety, performance appraisal, training, position classification.

INSTRUCTOR TRAINING WORKSHOP FOR BASIC SUPERVISORY TRAINING COURSE

2 Weeks

For line supervisors who will be instructing in the Basic Supervisory Training Course. Prerequisites are prior instructing experience and completion of Basic Instructor Training.

The course design makes it important that line supervisors carry the major responsibility for instructing. For the course to be effective, supervisors meeting the following criteria are needed as instructors:

1) Line Supervisor in the first or second level
2) At least one year's experience as a supervisor
3) Demonstrated success in leading and motivating others
4) Demonstrated ability to communicate
5) Interest in the process and theories of management
6) Expressed personal interest in instructing.

SUPERVISORY TRAINING FOR SPECIAL EMPHASIS PROGRAMS As needed

For employees assigned responsibility for supervising participants in the Special Emphasis programs.

This training is designed 1) to acquaint supervisors with an understanding of the Special Emphasis Programs; 2) to provide basic skills needed in working with people; and 3) practice in on-the-job training.

ADVANCED TRAINING FOR FIRST-LEVEL SUPERVISORS
(Formerly MDP-I)

Due to the revision of the Basic Supervisory Training Course which incorporated most of the former MDP-I Course content, we have redesigned the format of this advanced training for first-level supervisors.

Building from the core Basic Supervisory Training Course, the Advanced Training for First-Level Supervisors comprises a series of courses with limited objectives to meet specific managerial needs. A number of courses have been incorporated into this series, including Interviewing Skills, Briefing Techniques, Effective Listening, Cost/Benefit Analysis, ADP Fundamentals and Project Control. Other courses, including selected contracted courses, will be added as needs are indicated.

(Descriptions of the above courses may be found elsewhere in this catalog.)

MIDDLE MANAGEMENT COURSE - (MDP-II) 4 Weeks

For newly assigned or experienced middle managers who have not had comparable training.

This is an advanced management course designed to:

1) Increase trainees' organizational knowledge in such areas as major programs, changes in program emphasis, roles and relationships of IRS executives and managers at the different organizational levels;

2) Increase and update trainees' administrative knowledge in such fields as the behavioral sciences, technology, management theory, administrative techniques;

3) Increase trainees' knowledge and understanding of individual behavior and organization dynamics.

LEADERSHIP PATTERNS WORKSHOP FOR CHIEF COUNSEL 1 Week

For the newly assigned Chief Counsel manager.

The workshop concentrates on the Planning and Implementation steps in the management process. Topics covered include; defining the problems; locating the resources; planning the work; controlling the work; implementing plans; and evaluating results. Case studies are used to help participants apply management planning and implementation.

COACHING AND COUNSELING WORKSHOP 4 Days

For National Office supervisors who have not had comparable training.

Classes are normally arranged for specific functional areas upon request.

The workshop is designed to acquaint supervisors with some of the theories of human motivation and interpersonal relations and to provide some skills in counseling employees. In addition, considerable time is spent in practicing these skills and discussing role play presentations.

MANAGEMENT DEVELOPMENT READING SERVICE

For managerial, supervisory and professional employees.

The National Office Training Branch provides a selection of books dealing with management, business, personal development, and national and international affairs on a loan basis to all interested employees. Titles and brief descriptions of books currently available through the service are located in Room 1002, where books may also be checked out.

GROUP DEVELOPMENT

For managers and their work groups interested in developing short programs and/or workshops to meet their individual organizational needs.

There are a number of films, taped programs and workshop materials available to managers who wish to use them in conducting group meetings and developmental activities.

Among the programs available are:

Films:

Peter Drucker series on improving management practices. (Cassette package of 5 films using Panacolor-TV size-projector.)

Other 16MM films including Gellerman series and McGregor series on motivation; Vince Lombardi's "Second Effort": Nightingale's "Strangest Secret".

Filmstrips:

On subjects such as Delegation, Planning, Use of Time or Managerial Control as a basis for group discussions.

Tapes:

Technical and management tapes listed in the Continuing Professional Development Tape Program, Document 6098.

SECTION VII - SECRETARIAL AND CLERICAL TRAINING

INTRODUCTION TO IRS OFFICE PRACTICES 4 Hours

For the new clerical employee – secretary, clerk, clerk-stenographer, or clerk-typist.

This training complements on-the-job instruction given by the immediate supervisor. The student is given an introduction in telephone techniques and office decorum, is informed of formal and self-study training opportunities available to him at IRS, and is introduced to use of the IRS Secretary's Style Guide in preparing correspondence.

BEGINNER TYPING 30 Hours

For employees who do not type, who need a knowledge of typewriting to assist them in performing their duties on their jobs, or who plan to take Intermediate Typewriting.

The student learns the typewriter keyboard, including the numbers and symbols. He builds his typing speed to at least twenty words per minute.

TAPED TYPING INSTRUCTION (SIDC) 20 Hours

This Intensive Typing Course is designed to train non-typists to type accurately at a minimum speed of 20 WPM. The course is completely self-instructional. The Intensive Typing method teaches the keyboard and provides individual practice so that most participants will attain a typing speed of 20 WPM.

INTERMEDIATE TYPING 20 Hours

For students who have a foundation on the typewriter keyboard, including the numbers and symbols.

The student builds typing speed to at least forty words per minute and learns to prepare letters, tabulations, and material from rough drafts.

TYPING REFRESHER TRAINING 20 Hours

This is a 20-hour course offered to employees who wish to increase their typing skills. Those participating must have already attained a basic skill in typewriting. The course includes drills for accuracy development and speed building; copying from rough draft; typing tabulations and master copies; typing letters and memorandums; shortcuts used in typing; and typewriter maintenance.

Upon completion of the course, the participants have an opportunity to earn a Civil Service Proficiency Certificate for speed and accuracy in typewriting.

BEGINNING SHORTHAND 54 Hours

For clerical employees who have not studied shorthand and who need it to assist them in their office responsibilities.

This training provides a coverage of the basic principles of Gregg Shorthand, Diamond Jubilee Series. At the end of the course, the student will have a basic knowledge of shorthand and will be able to write in shorthand, material dictated at fifty words per minute and read it back fairly easily.

GREGG SHORTHAND THEORY REVIEW COURSE 18 Hours
(Diamond Jubilee Series)

This 18-hour course is an intensive review of the principles of Gregg Shorthand, Diamond Jubilee Series. It is intended for those employees who have a knowledge of Gregg Shorthand and who wish to build their shorthand vocabularies and increase their outline accuracy.

Included in the course is tape recorded dictation ranging in speed from 50 to 90 words a minute on material in the Gregg theory manual. In reviewing the shorthand theory, the instructor discusses grammar and punctuation with the participants.

ADVANCED SHORTHAND 27 Hours

For the student who already takes Gregg Shorthand at eighty words per minute and wants to improve his speed and practice transcription.

The student will take dictation and transcribe material read at speeds up to 130 words per minute. The transcription practice also provides an excellent opportunity for the student to improve his typewriting and his language skills. The student will have an opportunity to earn a Civil Service Certificate of Proficiency in shorthand at speeds of 110 words per minute and higher.

SHORTHAND REFRESHER DICTATION 20 Hours

For students who take any system of shorthand and who need dictation and transcription practice. The student will take dictation and practice transcription at speeds from 50 up to 100 words per minute and have an opportunity to earn a Civil Service Certificate of Proficiency at speeds of eighty words per minute and faster. The transcription exercises should help the student with his typewriting and language skills.

PRACTICE DICTATION 20 Hours

Taped dictation for clerical employees who have a sufficient knowledge of shorthand theory to enable them to build their skills in taking dictation.

Employees will take practice dictation and transcribe materials for an hour a day for 20 days. The dictation material will be on tapes in the Clerical Skills Training Classroom. An instructor will be available on one day each week to provide assistance.

ADVANCED SECRETARIAL TRAINING 14 Hours

For the secretary or the experienced clerk-stenographer who has shown high potential for promotion to a secretarial position. The training covers the job of the IRS secretary, job relationships, and secretarial practices and procedures. Special emphasis is given to those skills which maintain effective work relationships and a productive office.

EFFECTIVE TELEPHONE TECHNIQUES 3 1/2 Hours

For clerical and secretarial employees who use the telephone in their work.

The training covers the proper use of the telephone; telephone courtesy; and use of FTS in making long-distance calls. The student has an opportunity to participate in role playing exercises involving telephone calling problems and to listen on a tape recorder to evaluate how he handled his problems and to review his telephone manner.

TIMEKEEPER TRAINING 2 Hours

This training is given to timekeepers and alternates. It discusses rules to be followed in keeping time and attendance records and answers the participants' questions concerning problems that they encounter in keeping their records. Provides both new and experienced timekeepers with procedures for keeping time and attendance records.

CLERICAL PERCEPTUAL TRAINING 10 Hours

For statistical clerks and other employees who work with numbers.

This training provides practice in recording numbers flashed on a screen at a speed ranging from one second to one-hundreth of a second; practice in recording phrases flashed on a screen at various speeds; timed number recognition tests; and timed phrase, sentence and paragraph comprehension tests.

CALCULATOR MACHINE OPERATOR TRAINING 10 Hours

For employees using a calculator in their work.

This is a basic course on how to operate the Friden calculator.

LANGUAGE SKILLS 20 to 30 Hours

For clerical employees responsible for preparing or reviewing correspondence and other written materials. A diagnostic test will be given to all prospective participants. Subject content and exact course length will be established after review of test results. Successful completion will assist the employee in preparing letters and memos according to accepted standards of punctuation and English usage.

TRAVEL VOUCHER PREPARATION
BASIC TRAINING PROGRAM 2 Hours

This program is for clerical employees who have no experience in preparing travel vouchers but who will prepare them later.

It includes basic instruction in preparing travel vouchers – explanation of the use of the various forms involved in Government travel and practice in filling out the forms; explanation of how to figure comparative costs and per diem; and practice exercises in preparing comparative cost statements.

This training should give the employees enough knowledge to enable them to profit from further training and experience in handling Government travel.

TRAVEL VOUCHER PREPARATION ADVANCED PROGRAM 2 Hours

This program is for employees who are required to prepare travel vouchers and other forms relating to Government travel and who are experienced in preparing these forms.

The training includes a review of the rules for handling matters pertaining to Government travel - preparing vouchers and other forms and figuring comparative costs and per diem.

After completing the training, the employee will know where to get any information needed in handling matters involved in Government travel.

SECTION VIII - CORRESPONDENCE COURSES

IRS CORRESPONDENCE COURSES

These 12 in-Service correspondence courses are open to all IRS employees:

Fundamental Accounting	- 14 texts
Constructive Accounting	- 14 texts
Corporation Accounting	- 14 texts
Special Review Accounting	- 14 texts
Analytical Accounting	- 14 texts
Cost Accounting	- 12 texts
Consolidated Accounting	- 12 texts
Individual Income Tax Law-1954 Code	- 20 texts
Advanced Business & Commercial Law	- 33 texts
Evidence and procedure	- 11 texts
Effective Revenue Writing I	- 10 texts
Effective Revenue Writing II	- 11 texts

EXTENSION COURSE PROGRAM OF THE U.S. ARMY FINANCE SCHOOL

This program offers a number of correspondence courses which would be helpful to IRS employees. Some of the courses are:

90 - Introduction to ADP Systems
91 - ADP Equipment
92 - Computer Concepts
93 - Block Diagramming
94 - Introduction to Computer Programming
999 - Work Measurement
992 - Management Analysis
921 - Basic Statistics I
922 - Basic Statistics II
96 - ADP Systems Analysis
97 - Operations Research
98 - Applying ADP

Both the IRS and Army Finance School correspondence courses are offered free of charge. For enrollment information, call National Office Training Branch, Ext. 3779, or come to Room 1002.

LA SALLE EXTENSION CORRESPONDENCE LAW PROGRAM

13-15 Months
(Home study)

This program provides correspondence training in 13 subject matter areas for Tax Law Specialists in the Technical organization. The subject matter areas covered deal with legal areas helpful to Tax Law Specialists and are not dealt with in IRS

conducted training. The program does not lead to a law degree. Participants at their own expense, may complete the balance of the LaSalle correspondence course and receive a law degree certificate from La Salle.

Employees from other areas who have a law requirement may be considered for enrollment in a special, individually tailored law correspondence program. Subject matter areas required will be individually determined for employees outside the Technical organization.

OUT-SERVICE CORRESPONDENCE ACCOUNTING TRAINING

This program is conducted in lieu of the in-Service accounting correspondence courses for employees who have to meet accounting requirements as part of their job duties. See Manual Supplement 1(12)G-101 for complete details.

CONTINUING PROFESSIONAL DEVELOPMENT TAPE PROGRAM

(one-hour units)

This program provides current information, through prerecorded cassette programs, on tax law, accounting, and management subjects. Each of the 90-100 programs is approximately one hour long. Tapes and players may be checked out in Room 1311 where current descriptions of tapes are also available. The programs may be used individually in the office (with supervisory approval) or taken home. Programs are continually updated to reflect the latest thinking in each subject area. More details on the program will be found in Manual Supplement 1(12)N-9 and in Document Number 6098.

SECTION IX - OUT-SERVICE TRAINING

General Information

Some training needs can be met by training courses and programs sponsored by other Government agencies (interagency training) or non-Government training sources. Under the Government Employees Training Act (Public Law 85-507), registration or other fees can be paid for by the Service provided these criteria are met:

1) The training is job related, that is, the training will enable the employee to increase his skill to perform his present job or a job he has been selected to fill.

2) The training is not available through IRS courses and it would be too costly for the Service to develop a course.

3) The training meets the needs of the employee and the organization as well as or better than other available training.

4) The training is not being taken for the sole purpose of obtaining a degree.

Specific registration procedures and forms are available through each Administrative Officer or the National Office Training Branch. See Manual Supplement 1(12)N-10 for additional information.

SPONSORED BY GOVERNMENT AGENCIES

INTERAGENCY TRAINING PROGRAMS

a. U.S. Civil Service Commission publishes an annual catalog of the interagency courses that are available to government employees. Many of the courses will be of interest and useful to IRS employees.

The annual catalog of interagency training is distributed to all National Office functions. As classroom calendars are received, they are also distributed. Individual brochures on each program are distributed to all National Office functions about a month before each class is due to start.

b. ARMY MANAGEMENT ENGINEERING TRAINING AGENCY (AMETA)

AMETA, the official training agency for Department of Defense, publishes a catalog describing the courses offered at the Rock Island, Illinois Arsenal. Courses offered vary from a few days to several weeks and deal

with specialized areas such as ADP, Statistical Analysis, Systems Design and Procedures.

IRS can obtain some spaces in these courses after Defense Agency needs are met. AMETA asks us to make our requests on an annual basis (usually in February) for courses starting in the next fiscal year. A schedule of specific class dates is then issued by AMETA in April.

c. INTERAGENCY AUDIT TRAINING PROGRAM

These courses, conducted by Commerce Department, are all five days long. Courses include: Governmental Auditing, Audit Report Writing, Operational Auditing, Audits in Financial Management, Auditing Systems Supported by ADP, and Statistical Sampling in Auditing.

A survey of estimated space requirements is done annually, usually in February, to determine the next fiscal year needs. A complete list and description of all courses offered is available in the National Office Training Branch - Room 1311.

OTHER CORRESPONDENCE AND EXTENSION COURSES

A large number of courses, for which a fee is charged, are listed in these three publications:

1) CORRESPONDENCE PROGRAM

Graduate School,
U.S. Department of Agriculture
Washington, D.C. 20250

2) A GUIDE TO CORRESPONDENCE STUDY IN COLLEGES AND UNIVERSITIES

National University Extension Association
122 Social Science Building
University of Minnesota
Minneapolis, Minnesota 55455

3) DIRECTORY OF ACCREDITED PRIVATE HOME STUDY SCHOOLS

National Home Study Council
1601 Eighteenth Street, N.W.
Washington, D.C. 20009

Copies of these publications are available in the National Office Training Branch - Room 1311.

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